

Noodle Tools Instructions

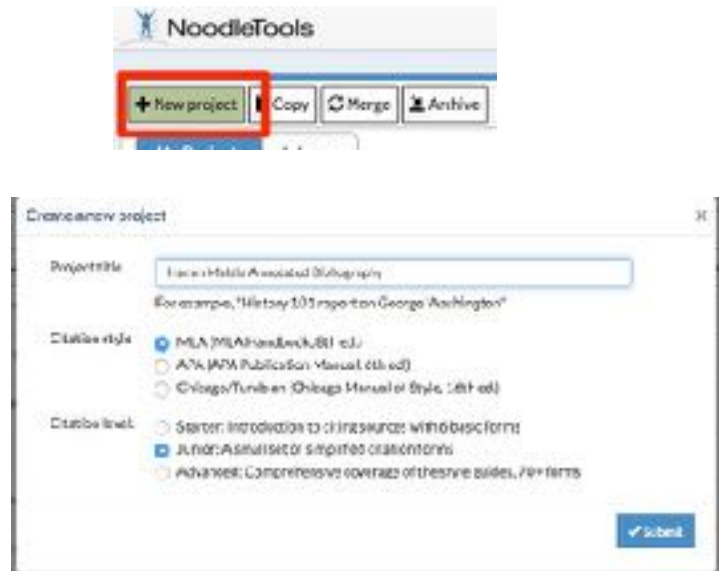
Signing In

1. Go to this URL: my.noodletools.com
2. Use the login box labeled “Access via G Suite.”
3. Follow the prompts. Your password is your Latin email password.
4. FIRST TIME ONLY: Use your old ID and password to connect your account to your Latin email (first part of your Latin email/ latinlibrary)



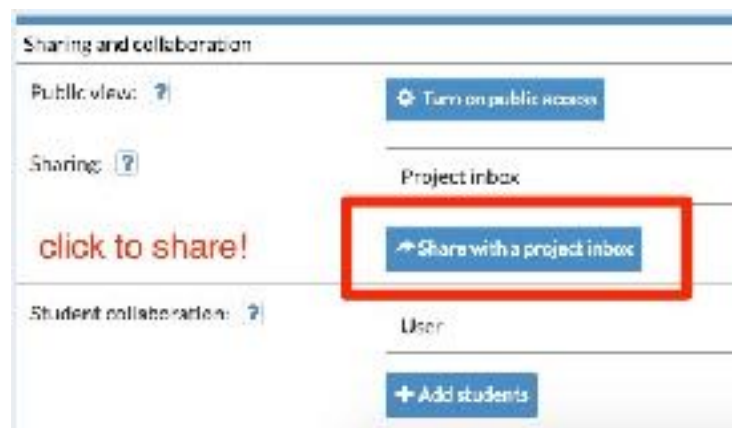
Creating a New Project

1. Find the “Create New Project” button on the right. Click on it.
2. For “Project title,” please write your last name, your topic, and then the project type. So, for example, “**Hamm Roman Women Paper.**”
3. Choose MLA 8 citation style. This should be selected by default
4. For citation level, choose “Junior” OR the level recommended by your teacher.
5. Click “Submit” at the bottom of the page.



Share Project with Your Teacher’s Dropbox

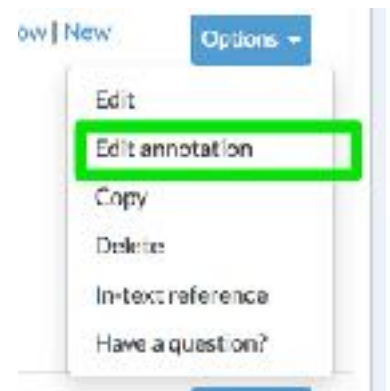
1. On your project Dashboard, scroll down to the middle section (“Sharing and Collaboration”).
2. Click “Share project with a teacher’s drop box.” Your drop box name is your teachers last name + class period + title of your class + school year (Ex. Seid Beta English 12 16-17). **DO NOT Check the box for “Share my Google Docs paper.”**
3. Click “Share Project.”



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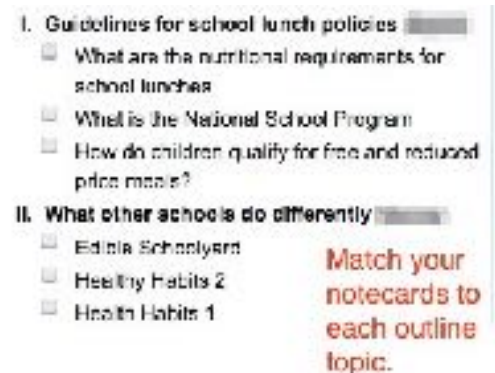
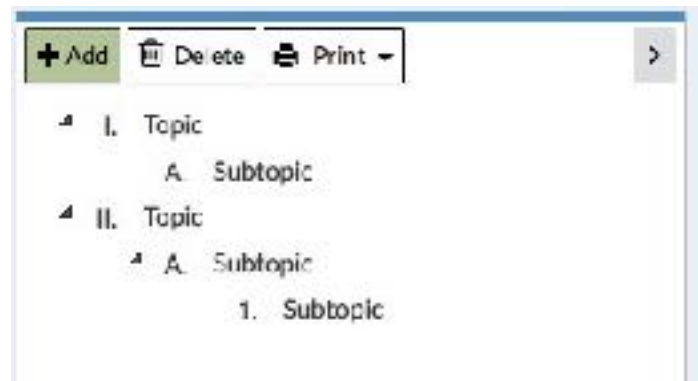
Bibliography

1. Choose “Sources” from the menu at the top.
2. Click the green “Create New Citation” button.
3. Choose the correct location for your source from the popup menu.
4. Fill in the correct information for your source. Only leave blanks if you think the information does not exist.
5. If you are completing an **annotated bibliography**, put your annotation in the annotation box. You can access the annotation box via the “Edit” menu.
6. Hit “Submit” to save your work. **NoodleTools does not autosave!**
7. There is a box at the bottom that is already checked. This is to put every source on your works cited page. Leave this box checked.
8. To export your bibliography, use the “Print/Export” dropdown menu. Choose the option you want for printing or exporting to Google Drive. If you are turning in your bibliography separately, add an MLA 8 heading and title. Use the library wiki documents for help in correct formatting.



Outline

1. Click on the “Notecard” option on the top menu bar.
2. Begin your outline on the right side panel of the notecard screen.
3. Click on the text of the topic title to change it.
4. To add a new main-level topic, select “+Add.”
5. To create a subtopic, click on the main level topic, then select “+Add.”
6. To delete unwanted outline elements, use the delete button at the top of the outline panel.
7. When you finish with your outline, you can drag the notecards to your outline to organize your evidence before writing your paper.



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Notecards

1. If you aren't already there from creating your outline, click on the "Notecard" option on the top menu bar.
2. Click the green plus "New Notecard" button to make a research notecard.
3. Add a title in the "Title (Main Ideas)" box.
4. Connect your notecard to a bibliography source in the "Source" dropdown box.
5. Add a URL (website) or page numbers (books)
6. Fill in the "Direct Quotations," "Paraphrase or Summary," and "My Ideas" boxes as described below. (Yes, you always need to do all three).
7. Drag your completed notecards into your outline to match them with your paper topics.

The screenshot shows the 'New notecard' interface in Noodle Tools. At the top right is a 'Save and Close' button. The form is divided into several sections:

- Title:** A text box with 'Untitled' entered.
- Source:** A dropdown menu with 'Select source...'.
- URL:** A text box with 'Add your source URL, if any'.
- Page:** A text box with 'Enter page number, if any'.
- Direct quotation:** A section with a red double-quote icon and a text box.
- Paraphrase or summary:** A section with a yellow arrow icon and a text box.
- My Ideas:** A section with a green arrow icon and a text box.
- Tags:** A text box at the bottom left.
- My tags:** A dropdown menu at the bottom right.

Each of the three main text boxes (Direct quotation, Paraphrase or summary, and My Ideas) has a rich text editor toolbar above it with icons for bold, italic, underline, text color, background color, font size, and font face. Below each text box is a set of instructions:

- Copy, paste and annotate here:**
 - Capture the author's words and images
 - Get quotes and attribution right
 - Mark up the quote by coloring and highlighting the text
- In your own words:**
 - Explain it to yourself in words you understand
 - Look back at the quote – got it all?
- Original thinking here:**
 - How does this fit with what you know?
 - What do you wonder? What can you follow up on?

At the bottom right, there is a 'Manage versions' button.